Attachment 1

USDA Forest Service Rural Community Assistance Program
Application Summary Form

1. Applicant City of Union

   Phone (503) 562-5197 FAX 562-5196

   Address 342 S. Main

   Union, OR 97883

2. Project Coordinator *(Name & Title)* Kevin Cooper, Consultant

   Organization/Jurisdiction KJC Consulting

   Phone (503) 437-8383 FAX (503) 437-8383

3. Is this an application for an action plan development grant? Yes [ ] No [X]

   Is this an application for a project implementation grant? Yes [X] No [ ]

4. Project Title: Eastern Oregon Livestock Show-RV Park Feasibility Study

5. Brief Project Description: Determine the feasibility of building an over-night camping facility at the Eastern Oregon Livestock Show in Union, Oregon. The final product will be a comprehensive guide for developing the facility including design plans and costs.

6 Project Location: City of Union County: Union

   Congressional District: Second Congressional District

7. If the applicant is an unincorporated area, define the geographic area being represented:

   What not-for-profit corporation or institution is representing you? City of Union

---

8. The Forest Service has reviewed this application at the local level. This application supports a funding request for action plan development or for a project implementation proposal.

William K Ford Jr. — Forest Supervisor

William Whitman — National Forest

6/30/95 — Date

I hereby certify that I am authorized by:
to submit this application to the USDA Forest Service, Pacific Northwest Region.

Name Leonard Almquist Title City Administrator

Signature Leonard Almquist Date 22 June 1995

APPLICANT: CITY OF UNION, OREGON

PROJECT: EASTERN OREGON LIVESTOCK SHOW - FACILITIES IMPROVEMENT PROJECT FEASIBILITY STUDY

DATE: JUNE, 1995

I. OPPORTUNITY/PROBLEM

The Eastern Oregon Livestock Show was founded in 1907 and is the oldest livestock show and rodeo in the Pacific Northwest. Its livestock grounds are located in the City of Union. The Livestock Show is a volunteer organization made up of people from in and around Union County. EOLS operates its facilities in the City of Union year round for the livestock show and other uses. These other uses include horse shows, baseball and softball games, flea markets, auctions and auto shows.

The facility has been in need of improved camping facilities for many years. Currently the camping facilities are an open section of ground on the south east corner of the grounds. It is covered with grass and has no rest room facilities, water, or road. As a result, people using the facilities often look for other camping facilities outside of Union. For some users, this is not a problem. However, for users with livestock at the facility, it is a problem.

With the livestock show and other animal events, the overnight camping facilities are wholly inadequate. Many people will sleep in their pick ups, cars, vans, or horse trailers because the camping site is not set up for camping. People with RV units and campers are faced with having no water, power, or sewer dump station. As a result, they have to camp elsewhere or move their RV whenever they need fresh water, to dump their holding tank, or recharge their battery. This causes an enormous amount of traffic which is also a safety hazard for both people using the facility and for people living near the grounds.

EOLS facilities are located at the east end of the City of Union. People traveling to and from the show must travel nine to ten blocks through the residential section of Union to reach the grounds. During the livestock show and other livestock events through the year, people are constantly traveling this route with pick ups, campers, RV units, and other large rolling stock. The opportunity to construct an RV facility with water, holding tank dump station, and electrical service would eliminate much of the traffic and solve this problem. Addition of a rest room and shower facility would further eliminate traffic flow as the facility has only portable rest rooms. No shower facility is present at the facility which is also a contributor to traffic.

Another problem is the lack of year round use at the facility. The weather in Northeast Oregon is terrific from May to October

each year. The rest of the year is very unpredictable. As a result, EOLS facilities are under used for the rest of the year. The only covered buildings are livestock barns and exhibit buildings. All arenas are open and are unused for six months of the year. An enclosed community activities building has been proposed as a way to increase use of the facility year round and increase potential use during the summer and fall.

These project ideas have been developed over the last eight years by EOLS volunteers, the City of Union, Union Community response Team, and users of EOLS facilities. In 1986, the EOLS approached the City of Union about developing an RV Park. The city identified many issues including traffic safety, financing considerations, and impacts on area residents. Since that time, the rest room/shower and community service building concepts have been added to address issues related to increased use.

The biggest factors in developing this project are the physical, political, and economic feasibility of developing the project. Many concerns have been raised over the increased use of the facility and related traffic increase. This project has been defined to address these concerns. The community has identified the project as "highest priority" because it will have a positive impact on public safety, the local economy, and potential for new economic opportunities in the community. However, some community members in the past objected to improvements at the grounds based on costs to improve streets borne by the city and its tax payers. While the benefits of the project are clearly in the best interests of the community, there may be political objections to the project based on these past financial considerations.

Several other community projects have been identified including development of a visitor information center, upgrading city water and sewerage systems, and attracting industry. However this project remains as the top priority for the community.

II. GOAL STATEMENT

The goals and objectives are developed specifically for this project. There are other strategic economic and community development plans which encompass this project as well. Goals and objectives listed here were developed for and by the Eastern Oregon Livestock Show.

These goals and objectives were developed in response to several actions including the local community development planning activities, regional economic development discussions, suggestions received from the City of Union, and the needs of EOLS.

Local Goals & Objectives:

Goal 1: Develop an RV Park, Rest room and Shower Building, and Community Activities Center to enhance existing facilities at the Eastern Oregon Livestock Show.

Objectives:

1.a. Identify barriers to project development including political objections, zoning and land use issues, financing, permit requirements, traffic flow impacts, and engineering parameters.

1.b. Complete a comprehensive evaluation of the project including cost estimates, construction and permit requirements, operational plan, and conceptual design by March, 1996.

1.c. Seek out funding sources for implementation of the project and submit applications for funding by July, 1996.

1.d. Secure funding, obtain permits, and construct the facility as designed and have the facility available for public use by May of 1997.

These goals and objectives were developed specifically for this project and with funding from the US Forest Service in mind.

III. WORK PLAN

KJC Consulting of Elgin, Oregon was selected as the consultant on this project. KJC Consulting is owned by Kevin Cooper who has over nine years experience as an economist and economic development professional in Northeast Oregon. He is uniquely qualified to perform this work. A proposal submitted by KJC Consulting has met the requirements of the Eastern Oregon Livestock Show and the City of Union.

Other parties will contribute in kind work on the project. Members of the livestock board, employees of the City of Union, and community volunteers will assist in providing mapping, soil testing, infrastructure system capacity and flow documentation, and other related work. The City of Union may contract for other minor services such as soil testing services and engineering services. This minor contracting will total less than $1,000 and will be conducted only if deemed necessary by the consultant. Any additional contracting costs will be paid from the grant.

A consultant was selected for this project because the members of the Eastern Oregon Livestock Show and the employees of the City of Union do not have the technical expertise to perform the work needed.

The biggest obstacle is the lack of information on the project. This information includes cost, community concerns which could block the project, physical feasibility, capacity of city water and sewer services, and operation costs. Without this information, the Livestock Show Board is not willing to commit to the project or seek funding to implement it. The work plan is designed to provide the board with this information so a commitment can be made.

The work plan was also designed to allow citizens of the City of Union, Union County, users of the facility, and members of the livestock board to review work in progress, make comment on issues identified, and direct the final design of the proposed site. Allowing input from these groups will allow for the study to address any potential problems or opportunities not known or detailed at this time. It will also allow the project design to be consistent with the needs and opportunities of the community and the county.

IV. EVALUATION STATEMENT

The City of Union will serve as the applicant and lead agent on this project as both liaison and administrative agent to the consultant. As part of the evaluation, the livestock show board will review work in progress for consistency with the goals and objectives for this project and their long term goals. The City of Union will coordinate and facilitate public hearings and evaluation sessions with other entities such as the Eastern Oregon Livestock Board, users of the facility users, and residents of Union County. Six meetings will be held to develop input into the project and evaluate work in progress.

The first meeting will be to define the scope of the project and identify specific needs of the livestock show. The second meeting will be a joint hearing of the livestock board and the City of Union to determine impacts on people living near the proposed project site and other issues related to a conditional use permit. A third hearing will be a joint hearing of the livestock board and Union County Commission to gather input from users of the facility. Two follow up meetings with the Livestock Board will be held to review work in progress. A final meeting will be held to review the draft study. The livestock board will assess the work plan and will retain sole authority to make changes as needed. Upon completion of the plan, it will be submitted to the City of Union for final approval.

Success of the project will be determined by acceptance of the final study by the Eastern Oregon Livestock Show board and City of Union. The study will be accepted based on its meeting the needs identified in the public hearings process. The project results will include conceptual drawings, cost estimates for construction, an operational plan that is consistent with existing operations, projected financial performance, phase development options, an outline of permit requirements, and identifying potential sources of funding and matching sources including in-kind contributions.

Completion of the study will be followed by writing grant applications and requesting assistance for matching funds including in-kind sources. This project is expected to be completed by March, 1996.

V. PROJECT BUDGET

Work Item	Detail		Cost
Preliminary Site Plan	Labor @ $40/hr.	$1,800	
	In-Kind Labor @ $50/hr.	300	
	In-Kind Labor @ $5/hr.	500	
	Direct Costs	153	
Subtotal			$2,753
Meetings/Hearings	Labor @ $40/hr.	$360	
	In-Kind Labor @ $20/hr.	240	
	In-Kind Labor @ $5/hr.	400	
	Direct Costs	15	
	In-Kind Direct Costs	72	
Subtotal			$1,087
Operations Plan	Labor @ $40/hr.	$2,920	
	Direct Costs	66	
Subtotal			$2,986
Feasibility Analysis	Labor @ $40/hr.	$3,840	
	In-Kind Labor @ $15/hr.	180	
	Supplies	13	
	Communications	48	
Subtotal			$4,081
Report Preparation	Labor @ $25/hr.	$375	
	Printing	384	
Subtotal			$ 759
Administration	In-Kind Labor @ $20/hr.	$1,200	
	In-Kind Direct Costs	30	
Subtotal			$1,230
Total Costs			$12,896

Source of Funds:

In-Kind Donation from City of Union	$ 1,722
In-Kind Donation from EOLS and other entities	900
US Forest Service Grant	10,274
Total Funding	$12,896

In-kind donations from City of Union include publishing notices and facilitating public meetings/hearings, providing information on city water and sewerage systems, and administration of the grant. Other in-kind donation includes participation at public hearings and donation of drafting and other technical services by members of the Eastern Oregon Livestock Show and others.

Forest Service
Rural Community Assistance Program
Work Plan Form

Tasks	Time Frame	Responsible Party
1. Preliminary Site Plan- Detail location of improvements at the project site including drawings, cost estimates, & permit requirements.	Begin Nov. 1, 1995 Complete Jan. 12, 1996	Consultant
2. Meetings/Hearings- Gather input from public on needs of project and concerns to be addressed.	Begin Sept. 25, 1995 Complete Feb. 7, 1996	Applicant
3. Operations Plan- Develop plan to cover all aspects of operation and maintenance of the proposed facility. Sections will include manager duties, marketing options, reservation system, collection of fees, pricing, and maintenance.	Begin Feb. 1, 1996 Complete March 1, 1996	Consultant
4. Feasibility Analysis- Prepare a comprehensive guide for developing the facility. Will include permit requirements, utility information, possible phase development options, financing sources, sources of in-kind donations, construction administrative requirements, and implementation recommendations.	Begin Sept. 26, 1995 Complete Feb. 1, 1996	Consultant

Forest Service
Rural Community Assistance Program
Work Plan Form

Tasks	Time Frame	Responsible Party
5. Report Preperation- Draft, edit, and print all progress reports and present to working committees as needed. Also prepare final report and print for final review. A total of 60 copies of the final approved report will be made available at the completion of the work.	Begin Oct. 1, 1995 Complete March 2, 1996	Consultant
6. Administration- Enter into contract with consultant, document progress as required to grantor, and perform other duties as needed or required. Also will publish notices of public meetings & hearings and facilitate hearings and correspond as needed with consultant.	Begin Sept. 11, 1995 Complete April 4, 1996	Applicant

USDA Forest Service
Rural Community Assistance Program
Project Budget Form

Budget Categories	Forest Service	Applicant Funding	Other Funding	Donated In-Kind Contributions	Total Funding
A. Personnel		1,620		900	2,520
B. Benefits					
C.Travel					
D. Equipment					
E. Supplies					
F. Contractual	9,974				9,974
G.Construction					
H. Other	300	102			402
I. Total Project	10,274	1,722		900	12,896

Use the rest of this page and one additional page if necessary, to outline any information indicating how the budget amounts were developed. Include information showing applicant cash and in-kind contributions. Include a list of all partners contributing to the project, including type of contribution and whether funding is confirmed for the project.

Footnotes:

Forest Service: Dollar amount requested from USDA Forest Service
Applicant Funding: Costs to be paid by the applicant
Other Funding: Funding partners such as State, Local, and private cash contributions.
Donated In-kind Contributions: Donated non-cash contributions assessed at fair market value.